

MINUTES – FEBRUARY 4, 2013

The Caswell County Board of Commissioners met in regular session at the Caswell County Historic Courthouse in Yanceyville, North Carolina at 6:30 p.m. on Monday, February 4, 2013. Members present: Cathy W. Lucas, Chair, Kenneth D. Travis, Vice-Chairman, William E. Carter, Nathaniel Hall, Larry G. Hamlett, and N. Kent Williamson. Absent: Jeremiah Jefferies. Also present: Kevin B. Howard, County Manager, Brian Ferrell, County Attorney, and Angela Evans representing The Caswell Messenger. Paula P. Seamster, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

Chair Lucas opened the meeting with a Moment of Silent Prayer.

PLEDGE OF ALLEGIANCE

The Board of Commissioners and all the guests in the audience recited for the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Travis moved, seconded by Commissioner Williamson to approve the agenda. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commissioner Hall moved, seconded by Commissioner Travis to approve the Consent Agenda. The motion carried unanimously.

The following items were included on the Consent Agenda:

- A. Approval of Minutes of January 22, 2013 Regular Meeting
- B. Budget Amendment #4

PUBLIC HEARING – HYCO LAKE ZONING ORDINANCE TEXT AMENDMENT

Commissioner Carter moved, seconded by Commissioner Travis that the Board enter into a public hearing to receive comments on the Hyco Lake Zoning Ordinance Text Amendment. The motion carried unanimously.

Ms. Arona McNeill-Vann stated “Good evening, my name is Arona McNeill-Vann and I live at 1258 Covington Road. I live across from the Harbor Development and I understand that some of those developers may be initiating some of these changes in the ordinance. What I wanted to do is just to share with you two visuals. I have a photograph that was taken three years ago in my yard which, like I said, is across the lake from the Harbor and then one that I took this afternoon

just to show you that even within the law now that the lots are very small and there is already a lot of development going on. (Ms. McNeill-Vann gave the commissioners two photographs to review). My concern is if there are any changes in what constitutes a lot, it will impact, it already has impacted my quality of life but even more so.”

Chair Lucas asked “And your proximity to the property we are speaking of?” Ms. McNeill-Vann responded “Just on the other side of the lake. In the photograph you will see...this is my yard and that is the Harbor right across the lake.”

Commissioner Hall asked “Ms., are you aware of what the text amendment to this ordinance is all about? I mean specifically?” Ms. McNeill-Vann responded “I have not read it.”

Commissioner Hall continued “I am just trying to tie in a reference of your comments to these visuals to the text amendment that we will be talking about tonight.”

Chair Lucas asked “Are you in Caswell or Person?” Ms. McNeill-Vann responded “Caswell.”

Chair Lucas asked “Does anyone need to see the visuals that this person presented?”

Mr. Ferrell stated “It might be helpful for Mr. Collie to give a brief overview of the text amendment. We certainly need to hear his report.” Chair Lucas responded “He is on the agenda for that.” Mr. Ferrell continued “And someone from the Planning Board is here and that can be all a part of the public hearing.”

Mr. Darryll Vann asked “Can we comment after the text amendment is read?” Chair Lucas responded “Yes sir.”

Mr. Brian Collie, Planning Director, stated “As you recall this was brought about on December 17th at a public hearing for a variance request for smaller lot sizes from Thomas Berry & Polaris Point LLC. On January 7th during the second part of that public hearing the Board decided to ask the Planning Board to review the text amendment and they were to consider adding Person County’s Cluster Development language to the Hyco Lake Zoning Ordinance of Caswell County. On January 22nd the Planning Board reviewed that text amendment and made a unanimous recommendation to adopt Person County’s Cluster Development language as a permitted use into our Hyco Lake Zoning Ordinance’s Resort Residential District (RR). As you can see in the agenda packet those two changes should be highlighted on page 3 in yellow. I will go over a brief description of cluster development. The lot size originally was 30,000 sq.ft. This cluster development requires a 10 acre tract of land to start a cluster development. What it does for that developer is it allows them to do minimum lot sizes, within that 10 acres, a minimum of 6,000 sq.ft. for each home. It does have setback requirements and you have to keep a certain amount of open space which is 30% of that 10 acres has to be kept as open space for recreational uses. On page 3, as I mentioned earlier, the Planning Board changed in the open space shall be subject to a Conservation Easement conveyed to the homeowners’ association that was changed from Caswell County. It will be the homeowners’ association’s responsibility and we also added a Utility Requirements that states ‘All Cluster Developments shall have the approval of the Caswell County Environmental Health Department before any permits are obtained.’”

Chair Lucas asked "Brian this did go before the Planning Board, is that correct?" Mr. Collie responded "Yes on January 22nd and they voted unanimously to adopt Person County's Cluster Development language into our Hyco Lake Zoning Ordinance."

Commissioner Hall asked "Brian now can you tell us kind of quickly in lay terms what the cluster development means as opposed to regular lots?" Mr. Collie responded "With the regular lot the minimum size is 30,000 sq.ft. and with this they have to have 10 acres and they cannot go less than that. It allows the developers to situate the lots so they can have more houses on the property. They will have recreation areas that will be used by everybody. In this particular case they will have one boathouse and dock versus having several stacked against each other."

Commissioner Hall continued "So what I am hearing is there is a maximum number of cluster homes that can be put in this subdivision? Is there a maximum number of homes?" Mr. Collie responded "No. Each home has to have 6,000 sq.ft. and as long as they met the setbacks that are listed and they leave 30% of open space they can put as many as they want."

Commissioner Williamson asked "Does the 6,000 sq.ft. include the 30% of recreation area?" Mr. Collie responded "No." Commissioner Williamson continued "It does not so that is 6,000 sq.ft. and then the 30% of recreation for a boat area is not included."

Commissioner Hall asked "How did we decide on the 10 acres?" Mr. Collie responded "That was derived from Person County. This entire text amendment is coming from Person County's Cluster Development." Commissioner Hall continued "Did we ask them why they picked 10 or we just took it?" Mr. Collie responded "We just took it."

Mr. Frank Stephens asked "What we are talking about here is already in effect in Person County which is about 65% of the lake itself and it is already in effect, is that correct?" Mr. Collie responded "Yes Person County adopted the Cluster Development language in 2005."

Mr. Darryll Vann asked "I would like to ask the gentleman with those parameters who is in charge of the runoff and the pollution of the lake? If we have cluster development on the lake the quality of the lake will go down with just the general run off. Who is going to be overseeing the quality of the lake or manage this with that many houses with all the runoff and the pollution of the lake?" Mr. Collie responded "During the construction phase, like any other developments, they will have to put up fencing to prevent run off." Mr. Vann continued "What about after the building is completed who will control it then?" Chair Lucas asked "Who currently monitors water quality at the lake?" Mr. Collie responded "I would think it would be the Lake Authority."

Mr. Ferrell stated "Madam Chair for purposes of keeping the public hearing record as clean as possible and to try to assist the Clerk in her work tonight. We had a comment back here on the question of Person County's adoption of a similar Cluster Development Ordinance, sir would you mind identifying yourself for the record please." Frank Stephens from Person County. Mr. Ferrell continued "If the gentleman who was asking about the water quality issues would identify himself for the record please." Darryll Vann, Caswell County. Mr. Ferrell stated "Just for anyone else who would like to speak during the public hearing, which is the purpose to hear from members of the public, if you wouldn't mind coming forward and just identifying yourself. The Clerk has a difficult job of recording who is speaking and what they are saying, for the record it

is recorded from this microphone if you would not mind doing that. I know the Clerk would appreciate it.”

Mr. Collie stated “To address your question, on page 3 Item 3 it says ‘The design of the open space shall consider protecting water quality, conserving farm and forest land, providing wildlife habitat and preserving the natural aesthetics of the area.’ So it would be look at on a case by case basis and we will oversee the placement of the homes to make sure they are placed properly.”

Commissioner Williamson asked “This development will not have any individual house septic tanks?” Mr. Collie responded “This particular developer has what is called an off-site public septic system. They have already addressed this issue and it has been approved by Environmental Health. The septic system will be off-site.”

Mr. Ferrell stated “It is important to distinguish, I know this request was spurt on, if you will, by a particular developer but keep in mind, the Board should keep in mind this is a text amendment that will be applicable to the entire area within Caswell County’s Hyco Lake Zoning Ordinance Jurisdiction. This present development was an issue of your variance hearing and any others that come before it that apply under the cluster development criteria assuming this amendment moves forward.”

Ms. McNeill-Vann stated “I would just like to add one more comment to what the gentleman was saying. I recognize that a lot of this development is geared towards recreational homes but there are those of us who live on the lake full time. That is our only residence and that property has been in my family for over 20 years. So we have a real vested interest in the quality of life and not just in the summers or holiday weekends, we are there year around.”

Mr. George Daniel stated “Since I initiated this on behalf of the property owner, Commissioner Hall did you get a copy of these photographs? I have copies to give to you.” Commissioner Hall responded “I don’t recall.” Chair Lucas stated “I don’t think you were here that meeting.” Mr. Daniel stated “What I want to say is Person County amended the Hyco Lake Zoning Ordinance in 2005 is the very reason that you are looking at this now. That is Covington Place and it is in Person County and it is on a cove and the way it is divided is, whether it is a package septic system or an individual septic tank, they are entitled to seek from the Hyco Lake Authority a placement of a boat dock. They have that right to at least ask to put a boat dock there and that is what has happened there. They put all of those boat docks in there and it creates a boating hazard, a swimming hazard, it is certainly unsightly and that is one of the few places on Hyco Lake that you will find that. There is a cluster development, I understand, at Talley Point and this text here that the Planning Board has unanimously approved merely adopts the same language that Person County amended the Hyco Lake Subdivision Ordinance in 2005, it was not changed any whatsoever. This is to preclude this type of development on Hyco Lake.”

Commissioner Hamlett moved, seconded by Commission Hall to go out of the Hyco Lake Zoning Ordinance Text Amendment Public Hearing. The motion carried unanimously.

Commissioner Hamlett moved, seconded by Commissioner Travis to adopt the Hyco Lake Zoning Ordinance Text Amendment. The motion carried unanimously.

PUBLIC COMMENTS

Chair Lucas opened the floor for public comments. With no public comments Chair Lucas closed Public Comments.

APPROVAL OF EQUIPMENT RENTAL FOR E-911 DISPATCH CONSOLE

Mr. Harvey Rudd, E-911 Director, stated “Good evening. I am coming before the Board tonight to request approval to replace radio equipment, our dispatch consoles, that have been in service since 1999. If you have any technical questions I have Ron Wells here from Commonwealth Radio. What we are requesting to do is to enter into a 5 year lease with Governmental Capital Corporation. The equipment that we have now is out of date. By 2014 it will be completely outdated and we will not be able to get parts for it. The parts we are getting now are refurbished parts and it normally takes a month or two to get the parts. There will be capabilities involved in this new equipment that we don’t have with the equipment we have now. Some of the features are, we will have caller ID on caller units and this will give our officers in the field more safety. There will be a reference package included in it also. We will be able to tell how many calls were transmitted and so on. Like I said we are requesting permission to enter a 5 year lease with Governmental Capital at \$70,386.42 per year and all of this will be paid through State 911 funds and not the County tax dollars.”

Commissioner Hamlett asked “How much money do we have in that 911 fund right now?” Mr. Rudd responded “Right now, Gwen do you have any idea what is in that fund right now?” Ms. Gwen Vaughn responded “It is about \$270,000. We had appropriated \$84,000 so you have about one hundred and eighty thousand to ninety thousand to play with.” Mr. Rudd continued “This was in my budget for the equipment rental.” Chair Lucas asked “So it was in the budget for this year?” Mr. Rudd responded “Yes it was in the budget for this year.”

Mr. Ferrell stated “Madam Chair if I may, as I looked at this package and talked with the manager about it, essentially what you are being asked to do is two things. You are looking at a lease purchase agreement which is an installment financing pursuant to the North Carolina General Statute 168-20 so you have an installment financing purchase before you. You have the purchase agreement essentially as presented and then you have a financing component on top of that so you are being asked to not only approve the purchase of the equipment but also to approve the lender who will essentially provide the financing for this equipment. Those are really two separate things before you tonight. The agreement you have with the vendor is a sole source contract i.e. there is a reason that Mr. Rudd will talk to you about in a minute the he is recommending that you go with this particular vendor that essentially represents an exception to the public bidding statutes. The exception that Mr. Rudd mentioned to me is that standardization and compatibility of these consoles is the overriding concern in this purchase. I would like for you, in the minutes, to talk a little bit about why you believe that is so, that the standardization and compatibility are overriding this particular instance.”

Mr. Rudd stated “We have had a long standing relationship with Commonwealth Radio and they are the authorized Motorola dealer in our area. They offer features that we need and they are

very reliable. Within 30 minutes at the most we can have them at our site when we have something to go down.”

Mr. Ferrell stated “And talk about, from what I understand, this is an upgrade of your existing equipment and by using this vendor you are going to be able to avoid some down time. Can you speak to that issue?”

Mr. Rudd stated “You know we are going to renovate the building. They have agreed to include in this the transport of our old equipment over into the temporary site where we will be located at until we get the renovations completed in the existing 911 center. Then when we moved back into the center so when we move there will not be any down time.”

Chair Lucas asked “It is my understanding that you are going to be trading in the old equipment, is that right?” Mr. Rudd responded “We will be trading in the old equipment. Really it won’t be of any use to us. Basically what I am being told is what they will be using it for is if some person still has this in operation they might be able to salvage some of the parts.” Chair Lucas continued “How old is what we have now?” Mr. Rudd responded “Since 1999.” Chair Lucas asked “And we went through the same lease purchase agreement situation then, I think?” Mr. Rudd responded “We used Governmental Capital the last time. We got three quotes on the financing also.” Chair Lucas continued “Did you get a value on what we are trading in? Did they give you a value for that?” Mr. Rudd responded “Mr. Wells can you answer that? Do you have a value on the equipment we are trading in?” Mr. Ron Wells responded “It ended up being about a \$17,000 savings with the trade in but in doing that and I think Harvey kind of touched on it what we are going to be able to do is utilize the brains of the old stuff and put the new stuff into the new site so that you will not have one minute of down time in the 911 center. That is the important component in this whole thing, the compatibility of those items so that you can have zero down time. You are literally just upgrading the technology from old to new.”

Chair Lucas asked “Are there any further questions for Mr. Rudd or Mr. Wells?”

Commissioner Carter asked “Harvey I think that the 911 Board met and approved this, is that correct?” Mr. Rudd responded “Yes, the 911 Board met and approved this.”

Commissioner Travis asked “Mr. Rudd how long will this update here last us? 10 years, 15 years, what do you think?” Mr. Rudd responded “I would say 10 years.” Mr. Wells responded “You are in your 14 year of the current system.” Commissioner Travis continued “We should get 15 out of this one maybe then.”

Chair Lucas asked “Will this enhance the ability for the officer to communicate back with dispatch?” Mr. Rudd responded “It will have the new VIPER system and like I said if an officer gets out in the field somewhere and he gets in trouble and he tries to talk and we can’t hear him with our new system once all of the renovations are done it will identify his number when he keys his mic and we will be able to tell which officer it is. If he can’t talk with us we will have somebody on the way to check on him.”

Commissioner Travis moved, seconded by Commissioner Hall to approve the equipment rental for E-911 dispatch console. The motion carried unanimously.

APPROVAL OF FURNITURE FOR E-911

Mr. Harvey Rudd stated “This is another item that will be paid for through the State funds. The reason it is crucial to get some of this passed now is because we are working on an old contract, they have had a 4% increase in price since this was done. They are giving us last year’s price. We are going from 3 consoles to 4 consoles. We are trying to get our center in line for a 10 year plan so we will be set for the next 10 years. Our current set up has a lot of wasted space and there is a lot of unreachable space in these console desks. The layout we have requested is a more user friendly environment than our current layout. This equipment was replaced in 2004. The equipment we are looking at is modules and can be added on if we need to add something to it or if we need to change the configuration we can. Like I said it is budgeted in my this year’s budget for capital outlay. We have spent about two or three years talking with different furniture companies. When we talked with them they would say they could do what we wanted them to do but when they would come back they would show us what we have now in a different configuration. The company that sat down with us and could make the furniture the way we wanted it to be is Wright Line Furniture. Their office is out of Raleigh and their manufacturing facility is out of Minnesota. I think you probably have the layout in your packets. If you will look at it all of our computer units will not be housed up under the desks like with the furniture we have now. What we have now the computers are allowed to gather a lot of dust and they are hard to get to and work on. We will be able to buy a cabinet to put all the computer units in and it will be more accessible to work on them and they will last longer. I request that you approve the purchase of this furniture through Wright Line Furniture at the price of \$49,162.24. I also included in your packet a list of 911 centers that use Wright Line Furniture and that says something for them.”

Commissioner Hamlett asked “These chairs here they have them listed at \$1200 a piece is that right?” Mr. Rudd responded “Well that sounds like a lot but you have to think about those chairs, they are not like the ones you are sitting in. These chairs are sat in for a very long time. One thing to think about when you buy a chair for that price is they have a guarantee on them. These chairs are sat in 24 hours a day, 7 days a week, 365 days a year and that is a lot of wear and tear. We have to get a good reliable chair that is comfortable.” Commissioner Hamlett continued “I have never paid \$1200 for a chair.” Mr. Rudd responded “I can buy chairs that cost four or five hundred dollars and they may last three months. These chairs will last.”

Chair Lucas asked “When do you anticipate the remodeling project to be completed? Has it started?” Mr. Rudd responded “I have had a couple of people to look at the job and they feel like they should be able to complete the job within five to six months at the most.” Chair Lucas continued “So would you go ahead and order this furniture now and not need it until...” Mr. Rudd responded “Well it is like the radio equipment, they will have to build furniture. It will take a while to build the system and it will take a while to build the furniture as well. We are trying to coordinate everything so it will be ready when the renovations are completed.”

Commissioner Carter moved, seconded by Commissioner Williamson to purchase the furniture as presented by the 911 Director from Wright Line Furniture. The motion carried by a vote of four to two with Commissioners Hamlett and Lucas voting no.

Mr. Ferrell stated “Madam Chair before you move on to the next item keep in mind that the Finance Director and I will work on the financing documents for the lease purchase that you approved in conjunction with the equipment so you will see a resolution and financing documents coming back to you on that item in the near future.”

LIBRARY GRANTS UPDATE NC Cardinal

Ms. Rhonda Griffin, Library Director, stated “I wanted to give you a quick update on the NC Cardinal Grant. The library’s migration off of the Hyconeechee Regional computer system to the NC Cardinal hosted and maintained through the State Library. We went live on January 18th. We were in training for three days by the State Library. The migration went well. The big complaint that we had with the region dissolving with Hyconeechee was we could not borrow books from Orange County and Person County. Last week when the State Library was here training us they made an announcement that all the NC Cardinal libraries made a contract with UPS to borrow back and forth from all of the libraries that are currently on NC Cardinal and the State Library will be paying for that. There will be no cost to Caswell County. That is exciting for us. That gives us a huge library selection to choose from.”

LSTA Planning Grant

Mr. Griffin stated “Dr. Burgin came in and did an assessment for our County. There were several things that he identified. He made a long range plan for our library. He met with a steering committee, two different focus groups, and he collected data from patron surveys. The highlights were out of 54 libraries in the state we are number 53 as far as local funding but we were ranked 11th out of 54 in program attendance per capita. There were four main areas of focus for our library. The first area is we need to expand our library. We do not have the room for any more computers in our library. The second area of focus was the Teens and Children’s programs. Obviously we are 11th in the state with our children’s program and now we have added the Teens program. The third focus was computers and internet access. There are not a lot of places in the county that offers free internet access with computers so we need more space for computers and fourth being the local funding. We are not a rich county and we do realize that. The average for state libraries is 1.6% of the county’s budget and we currently receive .6%. So to compare to other poor counties: Polk County’s budget is about two million dollars less than ours yet they give their library system almost four times the amount that we receive. Again this is coming from the state consultant.”

Chair Lucas stated “That is good information.”

Commissioner Hall asked “So where should we start?” Ms. Griffin responded “That is in my next item on the agenda.”

APPROVAL OF LSTA COLLABORATION AND INNOVATION GRANT

Ms. Rhonda Griffin stated “I am requesting permission to apply for a LSTA grant through the State Library. What this proposal would do is it is aimed at our teenagers. If you look at the proximity of the high school, the Library and the Parks and Rec. Department we are in a triangle and lot of children walk, 72% of our county commute outside of the county to work so kids after school are on their own for several hours, many of which walk to the library. What we want to do is collaborate. With this collaboration grant, if I did not have a collaboration there would be a 25% match, with the collaboration there is a 10% match which is basically about \$5,000 for \$50,000. What we want to do is to create a teen area in the library and have iPads for them to use and do whatever they want to do on those. We want to create an area where they will have their own furniture and their own space. When they come in the afternoons they get on the computers and tie them up from 3:00 to 6:00 and when other people come in to apply for jobs or do any other kind of research the area is full of teenagers. It is their library too so we can’t kick them out but at the same time if someone wants to apply for a job we want to help them as well. We want to get iPads, furniture, and put them in area where they can play games and do whatever they want to do. Like I said we want to buy furniture, LEGOS, and a couple of things we can use for ongoing programs on Wednesdays for after school. The second part of that we would partner with the Parks and Recreation Department to create a Book or the Movie Series. The Library will provide the books to the teenagers. There are so many books that have been made into movies: The Hobbit, most of the required readers for the high school have been made into a movie. We do realize that most of the teenagers would rather watch the movie rather than to read the book but what we are trying to do is to have them to do both. We will provide the books. We will talk about the books. The Parks and Rec. would show the movie. Part of this grant would be to purchase a permanently mounted screen in the gym at the Parks and Rec. and all the projection equipment, and sound equipment for the Parks and Rec. It would essentially be their equipment. So the kids would come and read the book and then they would watch the movie at the Parks and Rec. and then come back to the library and discuss which one they liked the best, the book or the movie. The entire grant proposal is for \$51,837. Our grant request would be for \$47,122 and our matching part would be \$4,715. If we apply for this now we would find out in July. If we were to receive it we could work this matching part into our next year’s budget. I am asking your permission to submit this grant.”

Chair Lucas asked “When you say work it into next year’s budget what specifically do you mean?” Mr. Griffin responded “We have a line item in the Library’s budget where we put in matching grant monies for grants.” Chair Lucas continued “So it would be local funding in that line item?” Mr. Griffin responded “Yes.”

Commissioner Hall moved, seconded by Commissioner Williamson to approve the application for the LSTA Collaboration and Innovation Grant. The motion carried unanimously.

APPROVAL OF HEALTH DEPARTMENT STAFFING CHANGES

Dr. Fred Moore, Health Director, stated “Good evening. I have included in your packet a memo that highlights some of this. On January 22nd the Board of Health met and approved a request that I made to shift some of the staffing that we have. The bottom line of this is that we are

going from 1.6 FTE of RN to 1 FTE of RN and 1 FTE of Health Educator and this will actually end up costing us on an annual basis about \$3,000 less than the 1.6 FTE of RN. The efficiency in this is that we will be assigning the nurse the duties that a nurse is required to do and the duties that a nurse does not have to do to a lower costing employee by doing this we are actually increasing the work force and providing some help to the Health Promotion efforts. The Health Promotion efforts are actually being funded out of state money. This is from my perspective a win-win situation.”

Chair Lucas asked “Dr. Moore did the Health Board approve this measure?” Dr. Moore responded “Yes.” Chair Lucas continued “When you say Health Promotion could that in some way incorporate county employees as far as having some sort of program to benefit them?” Dr. Moore responded “Unfortunately the money that we are getting from the State on this comes from the Child Health grant so the money has to be focused on people under the age of 21. This Health Promotion activity deals with being involved in schools helping with the obesity issues, the activities issues and that sort of thing.” Chair Lucas stated “It was somewhere in here that I read in the information that maybe part of it could be used maybe in the effort towards county employees.” Dr. Moore responded “It would all depend on where the money came from. This State funding will be available next year, at least we have been told it would be available next year, there is additional State funding that could be used for this but that State funding has strings attached to it. It is in the Family Planning area and I am not quite sure we could use that.” Chair Lucas continued “It just would be helpful if we could have some sort of fitness program for our county employees through the Health Department since you are there and they are here and it just seems like it would be a good relationship.” Dr. Moore responded “I think we need to look at the budget side of that and see where the money would come from and we could use some county dollars to help pay for that.” Chair Lucas stated “That is something that we can talk about at another time.”

Commissioner Hall asked “What is the effective date of these proposed changes?” Dr. Moore responded “We can’t fill the nursing position until the current person that is there retires and that will not be until the end of March. We are looking to get this approval to advertise for the nursing position as quickly as possible. As far as the Health Education position we would anticipate advertising immediately.” Commissioner Hall continued “So we don’t have a vacant position as of yet to split up?” Dr. Moore responded “For the nursing side of things, that is correct. We have .6 FTE of nursing that is vacant now but the 1 FTE position is still filled and will be filled until the end of March.” Commissioner Hall asked “Going forward how long will this position last?” Dr. Moore responded “I would anticipate that this would go on until the next budget year and on from there.” Commissioner Hall continued “But you said these were State dollars right?” Dr. Moore responded “Yes for the Health Educator position. We have been getting these Child Health funds and Family Planning funds now for many, many years and we just sort of recently found out that we could use it for this purpose. The money that is not being spent is just being reverted back to the State.” Commissioner Hall stated “I guess there is just one comment that I have to make. It seems that each year, off the budget cycle, we get requests from the Health Department to make changes and so far it has been just about every year. We will get them right now and then we will make the changes in two or three months. Why can’t we get this in advance so that we can start off at the beginning of the year and run a full cycle?” Dr. Moore responded “Well for one thing I did not know that we were going to have this nurse to

retire.” Commissioner Hall continued “Well let me stop you because that is where I have the problem and it is just a personal problem with the way we plan. If we have a position, if the position is necessary then we fill it after a person retires. If the position is not necessary then we start planning before the person says they are going to retire and that is the kind of problem I am having with this whole process. Maybe you didn’t know that he or she was going to retire but again if it was a necessary position then fill it with another nurse.” Dr. Moore responded “And we are filling it with another nurse. We are filling the duties that require a nurse with a nurse and we are filling the Public Health Preparedness part that does not require a nurse with a less expensive Health Educator and then we are adding on to that with these additional Child Health funds to make that a full time position instead of a part time position.” Commissioner Hall asked “So we will have a full time nurse and a full time health educator?” Dr. Moore responded “A full time health educator. We were planning to fill the full time nurse position.” Commissioner Hall continued “Again I raised this because maybe in the last year you came before the Board and asked for another nursing position and there were some questions about how many nursing positions you had and why did we need another nursing position. That is my only concern. We seem to move back and forth between the number of positions needed and the types needed but that is all. It does not require a comment.”

Chair Lucas asked “This was approved by the Health Board at your last meeting?” Dr. Moore responded “Yes.”

Commissioner Williamson moved, seconded by Commissioner Travis to approve the request from the Health Director and the Board of Health to fulfill the needs of the Health Department.

Commissioner Carter asked “There is no county tax dollars involved in this?” Dr. Moore responded “No sir. In the continuing nursing position there are some dollars in there but that is a different situation but with the position we are adding that is all State dollars.” Commissioner Carter continued “How much in county dollars are expected from the budget?” Dr. Moore responded “For the health educator part or the nursing part?” Commissioner Carter stated “The nursing part is already budgeted so it would be the health educator that I am interested in.” Dr. Moore responded “On the health educator part we are not looking at any funds from the county.”

Upon a vote of the motion, the motion carried by a vote of five to one with Commissioner Hall voting no.

FINANCIAL REPORT – JULY 1, 2012 – DECEMBER 31, 2012

Ms. Gwen Vaughn, Finance Director, stated “Good evening. In your packets you have a financial report that is basically the budget expenditure versus revenue and the actual budget. I have prepared kind of a dashboard that gives you a little more information. I would like to hand that out to you just so you can have it in front of you. I plan to do this on a quarterly basis.”

Chair Lucas asked “Gwen this information breaks down by fund, is that right?” Ms. Vaughn responded “Yes it has the fund information and fund balance information.”

Ms. Vaughn stated “If you will notice at the top left it gives the Fund Balance at the beginning of the fiscal year as reported in the audit at \$12,846,747 and the Unassigned General Fund is \$6,115,109. There is a note there that states ‘See Fund Balance breakdown on back.’ There is a detail of what is in the General Fund and each fund after that. That is for your information. Also it gives you the Cash & Investments with the balances as of December 31, 2012, the money that the county has in the bank at Fidelity and Capital Management Trust and the Detention Center Project. The next section is the Special Revenue Collections and this is the Ad Valorem Tax, the Sales & Use Tax (Unrestricted) and the Permits & Fees. You can see the dollar amounts there, of the revenues year to date and it gives you the percentage of the prior year as compared to the current year. The bottom section is the General Information: the Tax Valuation, the Tax Levy and the Tax Rate. Starting on the right hand side the Cash Flows are the General Fund, the Sub Funds, some of the Other Funds, the Special Revenue, the Capital Projects and the Enterprise Funds. You have the Amended Budget, the Revenues FYTD compared to the Expenses FYTD compared to the percentage. At the bottom is the Expenditures at a Glance. This is the 2013 amended budget and the prior year amount and the current year. You will notice that the prior year’s budget which was at 45% and the current year is at 47%. As I mentioned, on the back is the balances for the Fund Balance. This is taken directly from the audit. Do you have any questions?”

Chair Lucas asked “For the Revenue section Gwen, we are tracking pretty true to what was budgeted there?” Ms. Vaughn responded “The Revenue section has the Ad Valorem taxes at about 66% and our major collections come in September, December and January so we will start seeing that. The sales tax is right on target because it is basically two months behind.” Chair Lucas asked “Does anyone have any questions for Ms. Vaughn concerning this report? I had asked her to pull this together for us so we would have some idea where we stood mid-year concerning the budget. Gwen I thank you for doing that. Any further questions on this?”

PAYROLL PROCESSING STUDY

Ms. Gwen Vaughn, Finance Director, stated “At a previous Board meeting you requested that I bring back two vendors who provide the timekeeper process for payroll. I contacted Kronos and ExecuTime. I have general information from those two companies. Both companies have the timekeeper but Kronos has the payroll and human resources products as well. There are two different types of products: the server system and the hosted system. The server system is an in-house system whereby we as a County would need to provide the server and the software and provide IT services. The hosted system is operated through a web browser which is called a Cloud. The Cloud makes the software accessible through the internet so that employees can go in and key in their time that way. There are two options of purchase. ExecuTime has just the timekeeper as I mentioned and Kronos has both the timekeeper and HR module and a Full Suite that is divided into parts. If you will look at the next page it will give you the cost. The In-house for ExecuTime is about \$34,500. It does not include any hardware or software. The Timekeeper for Kronos is about \$138,000 for the timekeeper alone and for the Full Suite it is about \$338,000. Using the hosted system which is the Cloud the ExecuTime Timekeeper is about \$25,100. The Kronos Timekeeper is \$25,600 and Kronos Full-Suite is \$67,600. That is an annual cost.”

Commissioner Carter stated “Ms. Vaughn this Cloud that is where you log into a computer, not every county employee has access to a computer in their job.” Ms. Vaughn responded “I believe all county employees have access to a computer.” Commissioner Carter continued “I use Kronos with the City of Greensboro. My question to you is, I was looking in the agenda and I saw where on the survey you had 81% of the county employees want to stay on the monthly payroll like it is.” Ms. Vaughn responded “Yes sir. We received feedback from the employees and most of them want to stay on the monthly payroll.” Commissioner Carter stated “I had several employees in the county that contacted me and was talking about it and people have their mortgage coming out of their paycheck once a month and they said they would like to keep it like that if there was any way possible. I told them that I knew that the county was doing a survey and once it got completed we would see how the county employees felt. Evidently according to this survey 81% want to keep getting paid monthly. Is that correct?” Ms. Vaughn responded “That is correct.”

Ms. Vaughn stated “I know that the Board is favorable in moving towards automation and saving time and trying to update to get departments more effective. I think that moving forward with a timekeeper system would be something that the county might want to look at. I would like to have Kronos come in and do a demonstration if we could move forward with this. If we don’t get it implemented in this current fiscal year then we could look at it during the budget session to try to get it implemented in the next fiscal year. It takes six to eight weeks to get it implemented.”

Chair Lucas asked “Would this reduce any staff?” Ms. Vaughn responded “It would not reduce staff but it would cut about ten days of the data entry for payroll and the reviewing of timesheets, we could cut that back by about ten days of twenty-two working days. That would allow the payroll person to do other duties.”

Commissioner Hall asked “Have we looked at or discussed with either one of the vendors how easy or how difficult it would be to integrate the timekeeper system into our current accounting system?” Ms. Vaughn responded “What they would do is write a program to bridge our financial program. It would be a standalone timekeeper system that would integrate the data over to our ACS financial system.”

Commissioner Williamson asked “Have we had our Information Technology person to look at this particular system?” Ms. Vaughn responded “He has not looked at the system with us but I have talked with him about it. He said if we have the option to not do the in-house and to do the Cloud hosted because we don’t have the infrastructure for it and we would definitely have to purchase the server, we would have to purchase the software and we would have to have his time consumed with making sure that this particular product works where the Cloud, all of that is handled by the vendor.”

Commissioner Hamlett stated “I talked to a lot of people too and they said they would like to keep the payroll like it is now. I have talked to about 12 or 15 different people.”

Chair Lucas stated “I don’t know how everybody else feels but I think personally that maybe we need to take a look at this come budget time and work it into our budget workshops and get some more information and talk with Robert Webb, the IT person, and bring it back.”

Ms. Vaughn stated “In the meantime I would like to have a demonstration from both companies and I will have the IT director involved in it so that we will have all of the information so we will know how to move forward with it. I think this is a good start.”

Chair Lucas stated “Thank you Gwen.”

NCACC TOP FIVE GOALS FOR 2013-14

Chair Lucas stated “At the Legislative Conference these were adopted:

1. Oppose shift of state transportation responsibilities to counties
2. Reinstate ADM and lottery funds for school construction
3. Oppose unfunded mandates and shifts of state responsibilities to counties
4. Ensure adequate mental health funding
5. Preserve the existing local revenue base

Does anybody have any questions about these goals that were adopted because Item 14 on our agenda is to pass a resolution in support of these goals that were adopted last week by the state association and that is actually on page 130.”

Commissioner Hall stated “I don’t have a question but I will just make a comment on #4, ‘Ensure adequate’ is not definite. It is subjective so when you say ensure adequate mental health funding it is so subjective that anything that anybody would propose could be adequate. I think that in the future we and this is the entire state when we are proposing these goals we need to try to make them a little more definitive. I know that you did not do these per se but it is just something that I think we need to be aware of. I am thinking of that because if the legislature has not approved that they will soon approve a change and I think they have already made a change in the unemployment for the citizens of North Carolina. The change and the program have been proposed and it will mean an increase in our budget, to the county government. #3 which talked about unfunded mandates I think that as we get together next year and work on these goals we need to be a little more specific. It sounds good to say something about unfunded mandates but when you change the formula on the unemployment we have to pay for it.” Chair Lucas responded “So you are saying to be more specific?” Commissioner Hall continued “Yes and I know it is not up to you. I am just saying to the Board that I have been through the process.” Chair Lucas responded “I would invite every commissioner to start attending the association conferences because it was really educational.”

RESOLUTION IN SUPPORT OF LEGISLATIVE GOALS ADOPTED BY THE NCACC

Chair Lucas stated “The resolution is before us and I will entertain a motion for approval.”

Commissioner Williamson moved, seconded by Commissioner Hall to approve the resolution in support of the legislative goals adopted by the NCACC. The motion carried unanimously.

RESOLUTION
IN SUPPORT OF LEGISLATIVE GOALS ADOPTED BY THE MEMBERSHIP OF THE
NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS

WHEREAS, the North Carolina Association of County Commissioners was founded in 1908 as a membership organization to represent the interests of counties before the General Assembly;

WHEREAS, all 100 counties are voluntary members of the North Carolina Association of County Commissioners, making the NCACC the official voice of North Carolina counties;

WHEREAS, every two years, the membership of the NCACC develops and approves a package of legislative proposals designed to protect and enhance the interests of county governments and the citizens who live in our 100 counties;

WHEREAS, the process to generate this package of legislative goals is deliberate and inclusive and provides extensive opportunities for counties to be involved;

WHEREAS, Caswell County is an active participant within the NCACC and participated in the process to develop these legislative proposals;

WHEREAS, more than 200 county officials representing 88 counties gathered in Durham County on Jan. 24-25, 2013, and debated and ultimately approved 60 proposals submitted by counties to be included in the legislative goals package;

WHEREAS, the attached proposals represent the collective wishes of all 100 counties;

NOW, THEREFORE, BE IT RESOLVED that the Caswell County Board of Commissioners adopts this resolution in support of the legislative proposals adopted by the NCACC membership at its 2013 Legislative Goals Conference;

FURTHER BE IT RESOLVED that copies of this resolution be transmitted to the members of the General Assembly representing Caswell County to let them know of our support of these issues.

Adopted this the 4th day of February, 2013.

ATTEST:

S/Cathy W. Lucas
Cathy W. Lucas, Chair
Caswell County Board of Commissioners

S/Paula P. Seamster
Paula P. Seamster
Clerk to the Board

SENIOR CENTER'S ADVISORY REQUEST FOR COMMISSIONER REPRESENTATION

Mr. Howard stated "At the last meeting this request was brought to you from their Advisory Committee asking for a commissioner to serve on their board. You wanted to think about it to see if someone would want to serve on that board and discuss it at this meeting."

Chair Lucas asked "Was it you Commissioner Hamlett that said you would like to serve?" Commissioner Hamlett responded "No if they could meet at another time I would."

Commissioner Hall stated "I did have a thought as I read through this again after our last meeting. I think it would be helpful for us to look at what the Senior Center Advisory Board does and ask ourselves why they need a commissioner to do this."

Chair Lucas asked "What was their justification to you Kevin?" Mr. Howard responded "They wanted someone present to be aware of what was going on and what they were doing. Some of the other advisory boards like Recreation have one and they were looking at that. There was nothing specific as far as any detail. I will be happy to go back and ask what their thought was behind that."

Commissioner Hamlett stated "The date and time is bad for me." Commissioner Travis added "Monday is a bad day for everybody." Chair Lucas stated "You might want to mention that Kevin."

APPROVAL OF RBEG USDA BUSINESS LOAN

Mr. Howard stated "In your packets you have an application for a 5 year loan. The first two years will be at 0% interest and then 2% for the final 3 years of that loan for \$8,000. This is to start a new restaurant in town called the Sweetery. It will be a bakery/sandwich type of business. This type of loan, we have only done two other loans of this nature that I am aware, one since I have been here and they were for much larger loans and much larger companies. One of the main purposes of this USDA program is to help small businesses such as this and this is the first one we have had an application for that really fits the criteria of a small loan to help a business get started. They are putting up their equipment, they have already purchased all of their equipment to start a business to start a restaurant and they are putting it up as collateral for the loan."

Chair Lucas asked "Where is the location?" Mr. Howard responded "The original location was going to be on Main Street but I think they are changing locations to out on Highway 86. The place they were originally looking at is not available anymore so they are having to change that."

Commissioner Carter asked "Is that where the fitness center used to be on 86?" Mr. Howard responded "I am not sure which place on 86 but it will be in one of the shopping centers on 86."

Chair Lucas asked "So the county is sort of like the pass through?" Mr. Howard responded "I am sorry I guess I should have explained this for you. This is a grant we got from the U.S. Department of Agriculture, Rural Business Enterprise Grant Program, for us to make low interest

loans. We make these loans and they pay us back. The interest earned rolls back into the program.”

Commissioner Hamlett moved, seconded by Commissioner Williamson to approve the loan for RBEG USDA business loan. The motion carried unanimously.

COUNTY MANAGER’S REPORT AND UPDATES APS Request

Mr. Howard stated “I had a request from the Caswell County Animal Protection Society. They want to do a fundraiser in the Recreation Gym. They are a county funded agency. We fund probably eighty or ninety percent of their budget. They are asking if the Board would consider waiving the fees to use the facility for a fundraiser for this group. I am just asking the Board to consider it and I can bring back a formal proposal to the Board at the next meeting.”

Chair Lucas asked “When is the fundraiser?” Mr. Howard responded “Sometime in April I think. I don’t have an exact date yet.”

Commissioner Hall asked “Will this be days, nights, weekends, what?” Mr. Howard responded “This will be on a Saturday. They are trying to do more fundraisers to bring more money in to help improve their facility. We provide them their operating costs and they need some monies to upgrade their facility.”

Commissioner Carter stated “I would just like to comment that I know that they have been overstaffed with pets because I talked with one of the ladies out there last week. Caswell has been at full capacity for a while.”

Commissioner Hamlett asked “Is this a one shot deal?” Mr. Howard responded “Yes sir.”

Commissioner Hall asked “What would be the normal fee?” Mr. Howard responded “It is \$20 per hour plus \$20 an hour to have staff there but I am going to donate my time so there will be a staff person there.” Commissioner Hall continued “So are we talking about 4 hours or 8 hours?” Mr. Howard responded “Let’s say less than 8. I think it is about 5 hours for the set up time, the event and then the breakdown time.”

Commissioner Hall moved, seconded by Commissioner Hamlett to waive the rental fee for the APS fundraiser. The motion carried unanimously.

Board Planning Retreat

Mr. Howard stated “Some years we have had a Board Planning Retreat; I just wanted to see if there was interest from the Board on having a retreat prior to the budget process to start to discuss the goals for next year.” Chair Lucas responded “I think if we are going to do it we need to do it soon.” Mr. Howard stated “Usually we do it late February or early March.” Chair Lucas stated “I think it would be helpful to do. If you will set a time and a date and have it at the next meeting.” Mr. Howard responded “We will get some dates and times together.”

Chair Lucas asked "How does the rest of the Board feel? I guess it is usually a Saturday morning normally, right?" Mr. Howard responded "Yes it is usually done on Saturday mornings." Commissioner Hall asked "What is wrong with Monday through Friday?" Mr. Howard responded "We can start late afternoon and it will last about 3 or 4 hours." Chair Lucas asked "What week are you thinking of? The end of February?" Mr. Howard responded "Yes the end of February." Chair Lucas stated "At the next meeting we will pin down a time and a date."

ANNOUNCEMENTS AND UPCOMING EVENTS

- A. Joint Meeting with the Town of Yanceyville and the Town of Milton – Thursday, March 14, 2013 at 6:00 p.m. at the Thomas Day House.
- B. County Employee Family Picnic on June 22, 2103 with a rain date of June 29, 2013.

RECESS

The Board took a brief recess.

(At 8:05 p.m. Commissioner Carter left the meeting).

CLOSED SESSION

Commissioner Hamlett moved, seconded by Commissioner Travis to discuss matters relating to economic development (NCGS 143-318.11(a)(4)), to consider the compensation, terms of appointment and performance of an individual public officer (NCGS 143-318.11(a)(6)) and to preserve the Attorney/Client privilege – Triumph, LLC v Alamance-Caswell LME, an Area Authority/Local Management Entity, Alamance County, and Caswell County, Alamance County v PBH d/b/a Cardinal Innovations, John P. Paisley, Jr., Jandy Andrews and National Digital Forensics, Inc., Alamance County File No. 12CvS1365 (NCGS 143-318.11(a)(3)). The motion carried unanimously.

REGULAR SESSION

Commissioner Hamlett moved, seconded by Commissioner Travis to resume regular session. The motion carried unanimously.

ADJOURNMENT

At 9:55 p.m. Commissioner Hall moved, seconded by Commissioner Williamson to adjourn. The motion carried unanimously.

Paula P. Seamster
Clerk to the Board

Cathy W. Lucas
Chair
